



**Sun Valley
Museum of Art**

COMPANY OF FOOLS



VOLUNTEER GUIDELINES

Don't ever question the value of volunteers.

*Noah's Ark was built by volunteers - the Titanic was built by
professionals! - Dave Gynn*

About the Handbook	4
Welcome!.....	4
About the Handbook.....	4
Volunteers.....	4
Philosophy.....	4
Types of Tasks and Ways Volunteers Contribute	5
Performing Arts, Lectures and Company of Fools	5
Docents, Administrative, Family Days and Gallery Walk	5
Annual July Wine Auction Gala and Vine & Dine – TBD.....	6
Frequently Asked Questions	6
Volunteering Dos and Don'ts	6
What time do I need to be at an event, and how long will I need to stay?	7
How should I dress when I am volunteering?	7
How many times should I volunteer?	7
What do I do if I have to cancel?.....	7
What if I have friends or family who would like to volunteer?	8
Purchasing Concessions?	8
Will I be able to attend the event for which I volunteer?.....	8
When can I leave my post?	8
What about cameras and video equipment?	8
What are my specific duties at a SVMOA or COF event?.....	9
Policies and Procedures	9
Benefits of Volunteering	9
Attendance and Absenteeism	9
Volunteer Personnel Files	9
Representing the Organization	9
Reimbursement.....	9
Ending Your Volunteer Service.....	10
Exit Interview and Exit Checklist Process	10
Dismissal.....	10
Confidentiality Agreement.....	10
Harassment Policy.....	10
Smoking.....	11
Substance Abuse	11
Theft	11

About Sun Valley Museum of Art & Company of Fools.....	12
History.....	12
Culture and Language of the Organization	12
Mission, Vision, Values, Core Values	12
Core Values	12
Audience Experience Commitment	13
Commitments.....	13
Manifesto	13
Who We Are	15
Board of Directors.....	15
SVMoA Staff	15
Useful Information.....	19
Locations	19
SVMoA, Ketchum	19
The Liberty Theatre, Hailey	19
SVMoA, Hailey.....	19
Holiday Schedule.....	19
Contact Information.....	19
Volunteer Application.....	20
Volunteer Liability Release and Terms Agreement	22
Acknowledgement of Receipt of Volunteer Guidelines.....	22
Photo Release.....	23

About the Handbook

Welcome!

Welcome to Sun Valley Museum of Art (SVMOA) and Company of Fools (COF) – the largest arts organization in Idaho *where we enrich our community through transformative arts and educational experiences.*

About the Handbook

This handbook is designed to introduce you to SVMOA and COF and to provide a basic overview of the policies and procedures which provide all of us – paid and volunteer staff – with guidance and direction. Much of the information contained here is identical to the information contained in SVMOA's Employee Information Handbook.

In return we expect you to honor your commitments to SVMOA and COF, respect other staff members – both paid and volunteer - and perform your assigned duties to the best of your abilities.

As our organization grows and changes, there will be a need to modify the policies, practices and other information described in this Handbook. When such changes occur, you will be notified by an announcement or update. It is important to keep your handbook current and to be informed about policies and changes that affect you.

If you have any questions or need any clarification of the information contained in this handbook please contact the Volunteer Coordinator.

Volunteers

Philosophy

The vision/philosophy of the volunteer program is "Volunteers complement, assist and work with SVMOA staff in almost every department of the organization. Staff values their contribution and commitment and strive to offer each volunteer a productive, satisfying and rewarding experience."

Your efforts and dedication are truly appreciated. Thank you!

Without your support we would not be able to present our events in the professional and friendly manner for which SVMOA and COF are known. You are offering a vital service to the arts in our community, and we truly appreciate your support.

At SVMOA and COF events, volunteers are often the first representatives whom patrons encounter. Volunteers help set the tone for the success of the experience and we appreciate that volunteers take this responsibility seriously. Volunteers allow us to start our events on time and run them smoothly. In the event of problems or unexpected complications, volunteers' calm and polite response make these situations easier to handle. We want all patrons to have a wonderful experience every time they interact with SVMOA and COF. Volunteers can and **do** make the difference!

Again, thank you for volunteering for SVMOA and COF. Following are answers to questions you may have, as well as guidelines that will help to make the process run even better.

Over 400 volunteers provide an outstanding pool of talent and perform a myriad of tasks which include: administrative work, Advisory Committee, Board of Directors, Company of Fools' productions, Gallery Docents, Events, Finance Committee, Junior patrons Committee, Programming Committee, Performing Arts Advisory, Scholarship Committee, Wine Auction, Wine Auction Committee and more!

Types of Tasks and Ways Volunteers Contribute

Performing Arts, Lectures and Company of Fools

- **Merchandise and/or Concessions** – Help sell merchandise and/or drinks and snacks at concerts, lectures and plays. Volunteers will be situated inside the venue and must remain at the table/counter to ensure the security of the cash and inventory.
- **Ticket Taker/Ushers** – Take tickets from patrons and direct ticket holders to seats or the lawn depending on the venue. This job entails remaining at the gate or doors until after the event begins.
- **Will Call/Box Office** – Sell tickets at event or distribute tickets to those whose tickets are in will call. This job entails remaining at the gate or doors until after the event starts.
- **Cleanup Detail** – At outdoor events, help make sure the venue is returned to its original condition by making sure all the garbage is off the lawn.
- **Poster Distribution** – All our events are advertised with posters distributed in Sun Valley, Ketchum, Hailey and Bellevue.



Docents, Administrative, Family Days and Gallery Walk



- **Docents** – Learn more about art and art history, and then share that knowledge with adults and children! Docents and curators lead exhibition tours at least once a month and also have the option of assisting staff with school tours. The Curator provides training for each exhibition.
- **Administrative** – Assist SVMOA's office staff by volunteering at the front desk (computer skills required) or preparing mailings. Assignments vary, and if you have a specific skill or interest in a particular area, please let us know.
- **Family Days** – Family Day classes are designed to allow families the opportunity to have new experiences in the community by getting creative in the museum. Projects are related to whatever multidisciplinary project or visual arts exhibition SVMOA is currently exploring. All ages are welcome and many activities require adult friends and family to provide hands-on assistance for the young artists they are accompanying. Perfect for volunteers interested in visual arts, that like working with children, and getting their hands a wee bit dirty!
- **Gallery Walk** – With nine gallery walks a year, we rely on volunteers to help set up, greet patrons, pour wine and help clean up afterward. It's a fun way to see visitors and friends who are out on gallery walk!
- **Bakers** – Every April 1st we announce our upcoming season at a fun, free community event at the Liberty Theatre. We have volunteers bake hundreds of treats and deliver them to the venue before the event.



Annual July Wine Auction Gala and Vine & Dine – TBD

The Wine Auction Gala takes place Friday night and is renowned for its fabulous entertainment, stellar cuisine, special winery-hosted tables with designated stewards and impressive auction lots. Funds raised this weekend are vital and support SVMoA's programmatic work all year! Volunteer assignments include: TBD

The Vine & Dine picnic takes place Saturday. A lawn party with great wines, tasty food, live music and dancing! Gifted local chefs from more than a dozen top restaurants present tapas-style specialties, while more than 100 wineries showcase their best varietals. Volunteer assignments include: TBD

Frequently Asked Questions

Volunteering Dos and Don'ts

Do have a good time volunteering. You are our patrons' first experience as they walk into any venue where a performance or lecture is taking place. Please have a neat appearance, a smile on your face and a welcoming attitude.

Don't hesitate to ask the House Manager for help with a difficult patron or if you don't know the answer to a question.

Do arrive on time. We only have 15 minutes from the time you arrive until we open house doors so we need that time to familiarize all volunteers with the layout of the venue, specific performance information, and concession items for sale and procedures. Even if you have volunteered before we ask that you are on time so we may inform you of specifics for the evening.

Do let us know if you can't volunteer at your assigned time. Your work is valued and necessary. If you can't volunteer, please let us know as soon as possible so we can make other arrangements.

Do enjoy a complementary performance. We value your volunteerism and would like to show our appreciation with a complementary ticket to the event at which you are volunteering, **where space is available**. Please note, however, that many of our events are selling out. If you have your heart set on seeing a certain program you might wish to consider purchasing your ticket in advance.

Do enjoy Concessions. You are welcome to purchase anything you like from concessions to take into the theatre or venue to enjoy during the performance **after** you've been told by the House Manager or Volunteer Coordinator that you may leave your post. Coffee, tea and water are complementary to our volunteers.

Please do not eat or drink while you're working.



What time do I need to be at an event, and how long will I need to stay?

Volunteer attendance and punctuality is important. Arrival times will differ among events and venues. The Volunteer Coordination Team, Kris Olenick & Chris Carwithen, volunteer@SVMoA.org, will contact you with specific arrival times. For most events you may leave 5–10 minutes after the program begins, but please check with the House Manager before departing. If you are staying for an event, we may ask you to help us pick up any programs, glasses, etc., following the event.

Some general arrival times include:

Summer Outdoor Concerts—an hour to an hour and a half before the performance

Winter Indoor Performing Arts & Lectures—45 minutes before performance (this is only 15 minutes prior to the doors opening for the event).

Gallery Walk—4:45 pm

Company of Fools—45 minutes prior to the performance (this is only 15 minutes prior to the doors opening for the event). This gives us time to refresh your memory about seat locations, concession details, emergency exits, etc. It also gives us time to review any specific instructions for the performance. If you are a volunteer staying to see the show we ask that you stay 5-10 minutes after the performance to help us pickup any programs, glasses, etc. left in the theatre.

If you are working concessions we ask that you stay through intermission in order to cover concessions during that time.

How should I dress when I am volunteering?

Our patrons must be able to easily identify someone who can assist them. Your Volunteer Coordinator will let you know if there are volunteer attire requirements for your event. **There is a dress code for all COF and Liberty Theatre events, Wine Auction Gala Stewards and Vine & Dine Volunteers (see below).** Attire for other events may vary, but volunteers are always expected to be neat, clean and dressed appropriately for the task (such as comfortable shoes if you'll be standing



for long periods or sun protection for summer outdoor events). You will be given a nametag and apron which helps identify you as a SVMoA volunteer.

For COF and Liberty Theater events: We ask that you wear black pants or skirts and white tops or shirts.

Wine Auction Gala Stewards: White dress shirt, black dress slacks/skirt, black dress shoes or loafers (comfortable)

Vine & Dine Volunteers: white tops, khaki bottoms, and comfortable shoes.

How many times should I volunteer?

We have no minimal requirement. We always need volunteers and are grateful for all participation. Returning volunteers, however, are an asset, as they know the routine and can help newcomers.

What do I do if I have to cancel?

We truly count on your help once you're scheduled to volunteer. However, we understand that things come up. If you are unable to volunteer as scheduled, please call and leave a message at 208-788-6520 x 205 and please follow up with

an email to Kris at volunteer@SVMoA.org. We appreciate as much notice as you can give. If you have to cancel the day of the event you're assigned, please be sure to call and email. Thank you!

What if I have friends or family who would like to volunteer?

Please have your friend or family member complete our online application at SVMoA.org/get-involved/volunteer/ or call us at 208.788.6520 or email us at volunteer@SVMoA.org. We will have them complete our volunteer application and add them to our volunteer contact lists or schedule them for an event.

Purchasing Concessions?

You are welcome to purchase anything you like from concessions to take into the theatre or venue to enjoy during the performance **after** you've been told by the House Manager that you may leave your post. Coffee, tea and water are complementary to our volunteers. **Please do not eat or drink while you're working.**

Will I be able to attend the event for which I volunteer?

SVMOA and COF honor your volunteerism and would love to extend one complimentary ticket to each volunteer who works a show or event. Volunteers will be invited to take a seat once their duties are completed and they are released by the House Manager. However, some events sell out, and no seats remain for volunteers. To be guaranteed a seat at a popular event, we suggest that you purchase a ticket. **For COF only:** If you cannot stay to see the performance the night you're volunteering and would like to see the show, please let the House Manager know and every effort will be made to make sure that you get to see the show on another night.

What do I do if I find someone is already sitting in a seat that I am taking my patrons to?

Check the ticket stubs in your hand then ask to see the ticket stub of the patron currently in the seat. Usually they will be in the wrong seat. If there is a bigger problem, remain calm and cheerful. Ask your patrons to remain in the aisle by the seats in question, and get the House Manager. Do not attempt to move patrons to seats for which they DO NOT have the tickets. The House Manager will have a couple of house seats available to resolve these issues. Once you have introduced the House Manager to the patrons, return to seating the rest of the patrons.

When can I leave my post?

For all events please check in with the House Manager before leaving your post—even if it appears that your duties are finished.

For COF and Liberty Theatre: If you are in the balcony, please report to the House Manager when your section is full. You may be needed on the main floor if there is a backup. If you are on the main floor or a ticket taker/door worker, do not leave your position until the House Manager has told you that you are clear to leave or take your seat for the show.

What about cameras and video equipment?

THERE ARE NO CAMERAS OR RECORDING DEVICES PERMITTED IN THE LIBERTY THEATRE OR AT ANY LECUTRES OR WINTER PERFORMING ARTS. PERIOD.

All ushers need to enforce this rule. If you see someone with a camera or recorder, please politely ask him or her to let you have the House Manager hold it until after the performance. If you are uncomfortable doing this, please note where they are seated and tell the House Manager. This is very important.

For all other events and venues, please ask SVMoA staff about the use of cameras or video equipment.

What are my specific duties at a SVMOA or COF event?

The Volunteer Coordinator will contact you prior to each event with details about your duties. Assignment descriptions can be found on the volunteer page of the website on the Volunteer Opportunity Directory link. We ask that you always follow the directions of the House Manager.

Important: If a patron has a question or problem with any volunteer requests or restrictions during an event, please consult a staff member.

Policies and Procedures

Volunteers are often the first contact our patrons have with the SVMOA/COF. We want our patrons to have a wonderful experience every time they attend an event or take a class. (See our audience commitment statement, pg. 13) As a volunteer, you can and do make the difference. Volunteers must be professional, attentive, and must listen and communicate well.

We ask that all volunteers remember and honor SVMOA/COF policies. These policies are set forth to insure the proud reputation of the organization. Each volunteer is personally responsible for upholding this reputation and for seeing that our patrons' experience is one that will bring them back again and again.

Benefits of Volunteering

SVMOA/COF values your volunteerism and would like to show our appreciation. When seating is available, at the event where you are volunteering, we would like to extend to you a complementary ticket. Please note however, that many of our events sell out. If you have your heart set on seeing a certain program you might wish to consider purchasing your ticket in advance.

Play, Performing Arts, Lectures, Poster Distribution volunteers receive complementary tickets when seating is available.

Wine Auction Gala volunteers receive ½ price ticket to the Vine & Dine or a summer concert.

Vine & Dine volunteers receive a ½ price ticket to a summer concert.

Attendance and Absenteeism

As a volunteer, we depend on you to complete your scheduled shifts. Please alert the Volunteer Coordinator of any absences as far in advance as possible so that an appropriate substitute may be found. In the event of an unscheduled absence – illness or emergency – please alert the Volunteer Coordinator as soon as possible, preferably before your scheduled shift begins. Please wait until the Front of House Manager releases you before going into an event.

Volunteer Personnel Files

Volunteer personnel files are confidential and consist of files on a web based program retained by the Volunteer Program Manager. The volunteer's personnel file can be reviewed by the volunteer, pertinent SVMoA Staff and Board members, and the Volunteer Program staff. This file contains basic contact information and records about volunteer service with SVMOA and COF.

Representing the Organization

Volunteers are only authorized to act as a representative of the Organization if specifically tasked with this responsibility in your volunteer job description. Please consult with, and receive permission from, the Volunteer Coordinator before engaging in any actions which may affect or hold the organization liable including but not limited to, public statements to the press, signing contracts or entering into financial agreements, or lobbying or forming partnerships with other organizations.

Reimbursement

At this time, SVMoA does not have a volunteer expense reimbursement policy.

Ending Your Volunteer Service

You may resign from your volunteer service with the Organization at any time. Please notify the Volunteer Coordinator so we can remove you from our list and request that you complete the Exit Interview questionnaire.

Exit Interview and Exit Checklist Process

We encourage all volunteers to participate in an exit interview before leaving the Organization, regardless of your reason for leaving. You may also request a letter of reference or referral at this time. The exit interview is your opportunity to communicate your views about the position, your department, management, the operations of the Organization, and any other relevant information you feel it is important for us to know. The appropriate persons will contact you to arrange an exit interview and an exit checklist meeting.

Dismissal

Dismissal of a volunteer is a serious consideration. However, if staff feels a volunteer is unreliable, irresponsible, and disruptive, demonstrates inappropriate behavior, steals, or fails to adhere to the policies and procedures of SVMOA and COF, they will ask the volunteer to leave.

Confidentiality Agreement

Each volunteer is responsible for safeguarding confidential information obtained in connection with his or her employment. In the course of your work, you may have access to confidential information regarding SVMOA, its donors, suppliers, its customers, and/or co-workers. Such confidential information includes, but is not limited to the following: customer, supplier, and prospect lists; marketing plans; production and manufacturing data; research data; product formulas; donor information, and other trade secrets. Volunteers with access to such confidential information are responsible for its security and may be required to sign special nondisclosure and/or non-compete agreements. Volunteers are prohibited from attempting to obtain confidential information for which they have not received access authorization. Any volunteer who discloses confidential information (other than as necessary in the performance of his or her job duties) will be subject to disciplinary action, up to and including legal action, even if he or she does not actually benefit from the disclosed information.

Harassment Policy

Company of Fools' leadership, Board of Directors, and staff are committed to ensuring a safe, welcoming place for artists, patrons, volunteers, and staff.

SVMOA and COF recognizes that due to nature of our organization's arts oriented mission, at times, images and information that may be personally offensive may be intentionally displayed for its artistic merit, or may be inadvertently viewed in the pursuit of artistic research. Nonetheless, volunteers are encouraged to report first to the Volunteer Coordinator and/or to the Executive Director any situation they feel to be harassing in nature.

Sexual harassment -- and harassment of any kind -- is not tolerated.

Harassment is defined as conduct that substantially interferes with a volunteer's work performance or creates an intimidating, hostile, or offensive work environment. This would include, but not be limited to, harassment, threatening, or offensive conduct directed toward a person's sex, race, age, disability, religion, sexual orientation, national origin, veteran, or current or future military status.

SVMOA and COF will actively enforce our policy against harassment. The policy applies to all conduct by any supervisor, manager, coworker, subordinate, vendor, client, or customer that affects a volunteer's work environment. SVMOA and COF considers a violation of this policy a serious offense that will lead to disciplinary action, up to and including discharge.

Our commitment to the safety and security of our artists, patrons, volunteers and staff is evidenced in the following ways:

- SVMOA and COF are committed to providing an inclusive and safe workplace environment for all employees, patrons, and volunteers and expects everyone to conduct themselves in a manner consistent with these values.
- SVMOA and COF maintains a zero tolerance policy on sexual harassment or harassment of any kind and anyone who violates this policy will be subject to corrective action which may include termination of employment or permanent exclusion from attendance at future events.
- Any artist, patron, volunteer, or member of staff who experiences harassment of any kind is strongly encouraged to contact any of the following individuals to report the harassment:

Kristen Olenick, Volunteer Program Manager, 208-788-6520 x 205 or Kolenick@SVMoA.org

Scott Palmer, Producing Artistic Director, 208-788-6520 x 206 or spalmer@SVMoA.org

Christine Davis-Jeffers, Executive Director, 208 726 9491, CDavisJeffers@SVMoA.org

Mary Hall, Human Resources, 208 726 9491, MHall@SVMoA.org

- 4) SVMOA and COF staff will investigate reported concerns thoroughly and appropriate action will be taken in a timely manner based on the outcome of that investigation.
- 5) SVMOA and COF staff and board will review all policies regarding workplace behavior on an ongoing basis and will revise those policies, if necessary, to fulfill our obligation of providing an environment free of harassment of any kind and illegal behaviors.

Discipline

Harassment is a serious offense; any volunteer found to have engaged in such conduct is subject to severe discipline, including notification to law enforcement. Offenses by vendors, clients, or customers will be handled through the offender and his or her company, if appropriate. In the event a complaint of harassment is found to be totally and completely without basis, appropriate disciplinary measures may be taken against the volunteer who brought the complaint. While this is in no way intended to discourage any volunteer who believes he/she has been the victim of harassment from bringing a complaint, SVMOA and COF recognize that a charge of harassment can cause serious damage to the accused individual's personal reputation and personal career.

Smoking

In response to state and local laws and building code, smoking is not permitted in our offices or at any venues including other common areas.

Substance Abuse

SVMOA and COF has a strong commitment to provide a safe workplace for its volunteers. Consistent with that commitment, SVMOA and COF has adopted an alcohol and drug-free work site policy. Our policy prohibits the use, sale, distribution, manufacture, or possession of alcohol or drugs, paraphernalia, the unauthorized use of prescription drugs, the use of any legally obtained drug (prescriptions or over-the-counter medications) when such use adversely affects the volunteer's job performance or safety, or any combination thereof, on Organization's premises or any location at which Organization business is conducted. In addition, this policy forbids reporting to your volunteer assignment or volunteering while under the influence of alcohol or drugs. **This includes drinking alcohol at events sponsored by SVMOA and COF where alcohol is served when the volunteer is present in a professional capacity.**

Theft

SVMOA will not tolerate property theft of any type. We consider property theft to include the unauthorized use of company services or facilities or the taking of any company property for personal use. Violators of this policy will be subjected to disciplinary action, up to and including criminal prosecution.

About Sun Valley Museum of Art & Company of Fools

ENRICHING OUR COMMUNITY THROUGH TRANSFORMATIVE ARTS AND EDUCATIONAL EXPERIENCES

History

Founded in 1971, the Sun Valley Center for the Arts, now the **Sun Valley Museum of Art** is the oldest arts organization in the Wood River Valley. It was the brainchild of Bill Janss – then owner of the Sun Valley Company which runs the resort and ski area, who believed that the arts are fundamental to a balanced life and that this resort community would never be a whole community without a vibrant arts and cultural component.

SVMoA began with that philosophy in mind, and in the subsequent 45 years, SVMOA has grown from a few people presenting classes and events on an “art campus”, to an organization that serves over 39,000 people a year, 25% of whom are children. In 2006 SVMoA received **Accreditation Status from the American Association of Museums** in recognition of its meeting the highest standards of operating and program performance.

In 2005 SVMoA expanded to a second location in the town of Hailey to better serve the needs of the Valley’s full time residents.

Company of Fools, a professional, award winning theatre company was born out of a belief in the unique rewards that can only be achieved by a company of theatre artists sharing a common artistic point of view, a specific approach to the creative process and a shared attitude toward life. This belief is at the core of Company of Fools’ mission and is embodied by the symbol of the Fool. Company of Fools has been based in Hailey Idaho at the Liberty Theatre for 23 years.

In 2012 SVMOA and COF merged making it the largest arts organization in Idaho and serving over 40,000 patrons annually!

Culture and Language of the Organization

Mission, Vision, Values, Core Values

Our Mission is “to enrich our community through transformative arts and educational experiences.”

Our vision (draft) is a society where the exploration of art and ideas is essential for thriving communities.

Our Purpose (draft) is to create arts programs that lead conversations, explore ideas, inspire wonder and build connections in our community.

Core Values

Our core values server as guiding principles that shape the organization choices we make.

Excellence

We continuously strive to excel in programmatic and operational effectiveness.

Imagination

We offer compelling programming that stimulates the imagination, advances creativity, and promotes new perspectives.

Discovery

We provide educational opportunities that enable all segments of our community to

discover re-discover and sustain the joy of learning

Community

We help build an engaged and connected community through transformative experiences that are accessible and inclusive.

Stewardship

We care for the resources entrusted to us through best practices in all we do.

Audience Experience Commitment

We, the Sun Valley Museum of Art, commit to the dynamic and joyful work of creating the most positive experience possible for our audience.

We are a professional arts organization that values every single member of our current and future audience. We are committed to engaging and retaining our audience members. We are also determined to identify and remove barriers, deepen our relationship with our audience and create greater inclusion in all our arts events.

We understand that providing a positive, respectful audience experience is the responsibility of the entire organization. We will ensure that the audience experience is an integral component of all discussions of programming.

We recognize that the audience's experience is a continuous cycle and seek to improve upon it with each new season of programming.

We embrace our small-town qualities and values, the importance of place in regard to our organization and our audiences' experience. As an organization composed of professionals who live in the community, we understand what makes the community unique and special. We will embrace them fully as we present world-class art.

Commitments

- Understand our audience's needs and desires and attempt to meet them.
- Collect data from our audiences and ensure that it is accurate.
- Use this data to better communicate w/audience members and match target groups with our various experiences.
- Plan our audience experiences with the involvement of the whole organization.
- Provide exceptional training for our staff, board members and volunteers to ensure that the commitments are upheld.
- Embrace our audiences' experience as an extremely valued part of our work.
- Create a consistent level of high-quality service, from venue to venue, that is clearly communicated.
- Uphold our standard of professional quality as clearly articulated by our organization's Strategic Plan and Mission.

This commitment is a formal expression of our collective commitment to deepening the whole of our audience's experience.

Manifesto

You know the feeling: You see a piece of art that makes you look twice, or even linger; it speaks to you, you are compelled.



Or maybe you hear something, some new music, music that makes you teary or feel like moving or even like trying to make music yourself.

Or, you go to a play...listen to someone speak. It's a whole new view into a new world; what an idea—it piques your curiosity.

His/her words make you laugh or maybe uncomfortable, at the very least they make you think. What is it about the arts?

Art in all of its lovely and original forms, art that is historic, art that is new, art that is famous, art that is undiscovered.

Whether it is a piece of art, an artist's mind, a musician, a lecture, or a play, these experiences make you think and feel. They move you, inspire you, change you in subtle or sometimes big ways.

Your mind expands, you are curious, your point of view is opened up to a new way of thinking, or creating, or exploring. It feels good, essential actually.

And though it may be hard to describe, at the very least, you want to try to share it, to talk about it.

**At the Sun Valley Museum of Art
we want you to think,
we want you to wonder,
we want you to create, to find inspiration,
to expand your view
and push your boundaries.
In short, we want you to learn
No matter what your age.
We want you to start a conversation.**

That's why we are here.



©kirsten shultz | photography

Who We Are

Board of Directors

Katherine Rixon, President

Lisa Stelck, Vice President

Ellen Gillespie, Secretary

Linda Nicholson, Treasurer

Linda Bowling | Amber Busuttill Mullen | Kelly Corroon | Adam Elias | Anita (Kay) Hardy | Caroline Hobbs |

Andrea Laporte | Barbara Lehman | Russell Notides | Wendy Pesky | Sarah Woodward

SVMoA Staff

Christine Davis-Jeffers, Executive Director

Christine moved to the Valley after attending Colorado College where she earned a BA in political science and art history. Prior to SVMoA, Christine's professional experience included 12 years as a marketing manager for Smith Optics. After joining SVMoA in 2013, she led all aspects of patron development and fundraising events for SVMoA including the Annual Wine Auction with a keen focus on financial goals and event sustainability. Christine has worked collaboratively with SVMoA Board and SVMoA leadership, staff, volunteers, and external service providers to deliver fundraising events that provide exceptional experiences that build patron loyalty to the organization's mission, programs and case for support. Christine now brings her leadership and strategic vision to SVMoA as Executive Director to guide the organization's strategic and operational planning and community vision for the future. Christine previously served as Chair of the Pioneer Montessori Board and is a member of their Advisory Committee.

Scott Palmer, Producing Artistic Director, Company of Fools

Scott received his Bachelor's degree from the University of Oregon, his Master's degree from Oregon State University, and studied for his PhD in Contemporary Theatre Practice at the University of Glasgow in Scotland. Scott is the founder of Glasgow Repertory Company (Scotland's only Shakespeare-dedicated theatre company) and Bag&Baggage Productions, a professional theatre based in the Portland, Oregon suburbs. Scott joins SVMoA as the Producing Artistic Director of Company of Fools after 15 years of artistic leadership in Oregon, active involvement with the Theatre Communications Group and National Theatre Conference, and more than a 25 years as a director and internationally recognized adapter of classical dramatic literature. In addition to his work as a director, Scott has also worked in cultural policy, advocacy, capital campaign fundraising, and social justice/equity work in the performing arts.

Kristin Poole, Artistic Director

Kristin Poole has served as Artistic Director at the Sun Valley Museum of Art since 1997 where she leads programming for the accredited museum whose multidisciplinary approach involves exploring topics of relevancy through visual art exhibitions, humanities lectures and seminars, music and theatre performances. A curator and art historian, Poole also develops exhibitions, lectures and writes on topics related to modernism, American Craft and contemporary art. Prior to joining the staff at SVMoA, Poole worked as an independent lecturer, consultant, and art historian. Previous experience includes: Director of Chicago International New Art Forms Exposition; Curatorial Assistant, Museum of Contemporary Art (Chicago); and Director of Lill Street Gallery (Chicago). She holds an MA in Modern Art History from the University of Chicago and a BA in Studio Art and English from Denison University.

Holly Bornemeier, Marketing Manager

After spending 12 years in Aspen, Colorado, Holly is a recent transplant to the Wood River Valley. She brings her love of the arts, the outdoors and mountain town communities with her for her role at SVMoA. Holly's previous positions as graphic designer and Director of Marketing & Communications at Anderson Ranch Arts SVMoA position her well to bring both her visual and design sensibilities and extensive marketing experience to SVMoA's marketing efforts. Originally from Connecticut, Holly graduated from Colorado College with a BA in Art History.

Kristine Bretall, Director of Performing Arts

Kristine has been with SVMoA since 2000. She has transformed her love of attending live performances into booking and coordinating the winter and summer concert series and in bringing artists (both musicians and dancers) into our local schools. Kristine Bretall is a graduate of Middlebury College in Political Science and Spanish and earned a Master's Degree in Education from Harvard University.

Peter Burke, Wine Auction Director

A graduate from NYU Tisch School of the Arts, Burke studied musical theater, classical theater, experimental theater and dance in both New York and Amsterdam. Outside of his acting career, Peter has garnered extensive experience in the worlds of Creative, Experiential and Event Production. He has produced events for Google, The Row, the 65th Annual Grammy Awards, AIDS LifeCycle and Amazon Studios, to name a few. Burke is a Founder at The Spot, a non-profit, professional theater/ acting company and performing arts conservatory, established in 2015 in his birth place, Sun Valley, Idaho. During that time, Peter taught for the esteemed Sun Valley Community School and Footlight Dance Centre. He produces the Future Filmmakers Forum under the umbrella of the Sun Valley Film Festival and sits on the Committee for St Thomas Playhouse. Peter is looking forward to this new chapter as Director of the Wine Auction for the Sun Valley Museum of Art.

Chris Carwithen, Theatre Assistant, Company of Fools

After years of bouncing from acting job to acting job up and down the Pacific Northwest, Chris decided to make a home here in the Valley after falling in love with this community that values art, beauty and a slower, steadier pace of life. A theatre arts graduate from Southern Oregon University, Chris has been involved with a number of professional companies including the Oregon Shakespeare Festival, the 5th Avenue in Seattle, and the Oregon Cabaret Theatre. A member of AEA and a resident company artist with the Company of Fools, Chris has had the pleasure of performing in a number of COF productions including *You're a Good Man*, *Charlie Brown*, *Grey Gardens* and *Life Sucks*. Additionally Chris works as a commercial actor and also lends his voice to audiobooks for Audible.com. He's proud to be a part of the Sun Valley Museum of Art family where he plays the role of Theatre Assistant with Company of Fools.

Jordyn Dooley, Art Enrichment Educator

Jordyn first came to the Wood River Valley following her graduation from the University of Florida with a B.A. in English. Her experiences in the Valley assisted her in realizing her combined passion for the arts and working in human services, ultimately leading her to pursue her M.S. in Art Therapy at Florida State University. She recently returned to the Wood River Valley after having completed her M.S. in Art Therapy and receiving her registered art therapist's provisional license. She is excited to use her experiences working with diverse populations, knowledge of the developmental and cognitive processes, and art's inherent therapeutic and educational capabilities to support students' learning and personal growths through the arts at SVMoA.

Katelyn Foley, Director of Education & Humanities

Katelyn is excited about the opportunity to live and work in Sun Valley's mountain community. Originally from Colorado, Katelyn graduated from the University of Colorado with a BA in Art History and is completing a MA in Education from Saint Michaels College. Katelyn has spent the last six years in Vermont, as the Adult Programs Coordinator at Shelburne Museum. She also has experience working with the education department at the Denver Art Museum and the Fleming Museum of Art.

Brooke Fullmer, Director of Finance

After spending the past 7 years in Oregon, Brooke recently returned to the Wood River Valley. She attended the University of Oregon, earning a BS in Environmental Studies and a minor in Business. Brooke's professional experience has been in building and maintaining databases in the consulting industry. She's thrilled to bring her skill set and passions together at SVMoA.

Courtney Gilbert, Curator of Visual Arts

Courtney Gilbert holds Ph.D. and Master's degrees in art history from the University of Chicago and a Bachelor's degree from Dartmouth College. Most recently she worked at the Blanton Museum of Art at the University of Texas at Austin,

where she coordinated the planning for a major exhibition of Latin American abstract art. Prior to joining SVMoA, she also taught Art History at Columbia College Chicago, and Texas State University

Mary Hall, Operations & Human Resources Manager

Mary was born and raised in Seattle and received a B.A in Art History with a minor in French language from the University of Washington. She made the brilliant decision to move to the Wood River Valley in 1987. She worked for 10 years in sports marketing at Smith Eyewear and then 17 years at The Sun Valley Community School. Mary is thrilled to be a part of this incredible organization and all it has to offer for our community.

Chris Henderson, Production Assistant, Company of Fools

Jessica recently joined the energetic team at SVMoA. She is a Wood River Valley native and a recent graduate from the University of Idaho with a BA in Marketing. Jessica is excited to be back in the mountains and to begin actively contributing to the Wood River Valley's incredible community. She looks forward to bringing her fresh perspective and enthusiasm to the development team.

David Janeski, Database Administrator

David joins the team at the Sun Valley SVMoA from Richmond, VA. He holds an MFA in Theatre Pedagogy from Virginia Commonwealth University and was first introduced to the valley via Company of Fools back in 2007. You may recognize him from his acting work on stage at the Liberty Theatre. For the past five years David worked as Database Administrator for Virginia Repertory Theatre in Richmond. He and his wife, actor Aly Wepplo, are thrilled to relocate to this magical place free of humidity and traffic.

Jeanne Knott, Visual Art Class Assistant

Jeanne was lucky enough to be raised in the Wood River Valley. She graduated from Lewis and Clark College in Portland, Oregon with a BA in Fine Arts. She has been dabbling in the arts ever since. Recently retired from being a Montessori primary teacher for 13 years, Jeanne is excited to be working back in the visual arts.

Joe Lavigne, Resident Scenic Designer

Joe received his introduction into theatre in 1995 by none other than Company of Fools. A graduate of Boise State University with a degree in Theatre emphasizing scenic design, Joe joined Company of Fools staff in 2006. Since that time, he has built all – and designed numerous – sets for the Company. Joe has been a resident of the Wood River Valley since 1994 and lives in Hailey with his wonderful wife Jen and precocious daughter Ava.

Martha Morgenthau, Development Coordinator

Martha was born and raised in New York City. She graduated from Amherst College with a degree in European Studies and Geology. Martha spent her summers during college working at Arts organizations in Massachusetts, Paris and New York. After college Martha made her way west to ski in Utah. When the ski season was over, she sought out a small mountain town that could deliver big city culture – and found Ketchum. Since moving to Ketchum, and starting an internship at SVMoA the very next day, Martha has held three positions at SVMoA.

Alexi Nelson, Administrative Assistant

Alexi was born and raised in a small town in western Washington. She received her degree in cultural anthropology from Central Washington University. She moved to Ketchum during the summer of 2018 with no idea what the area had to offer but soon fell in love with the small town culture and the variety of outdoor recreational opportunities. Her fascination with humans and culture, and desire to work in the non-profit sector lead her to pursue a position at SVMoA.

KO Ogilvie, Production Stage Manager

A graduate of California Institute of the Arts, KO spent many years in the L.A. area working as a freelance stage manager with a number of theater companies, including SVMoA Theatre Group. After a long tenure with Universal Studios as an event manager and coordinator, KO followed her soul and moved to the mountains of Idaho where she has happily served as stage manager for Company of Fools since their 2005/2006 season.

Kris Olenick, Company Manager, Company of Fools and Volunteer Program Manager

Kris spent a lot of time in the audience at the Liberty Theatre before she joined the staff at Company of Fools in 2010. She moved to the Valley in 1985 after earning a BA in French Language from the University of California, Davis. She has

over 20 years' experience in the non-profit sector and in the photography production industry. Kris lives in Hailey with her husband Michael and son Zachary.

Scott Palmer, Producing Artistic Director, Company of Fools

Scott received his Bachelor's degree from the University of Oregon, his Master's degree from Oregon State University, and studied for his PhD in Contemporary Theatre Practice at the University of Glasgow in Scotland. Scott is the founder of Glasgow Repertory Company (Scotland's only Shakespeare-dedicated theatre company) and Bag&Baggage Productions, a professional theatre based in the Portland, Oregon suburbs. Scott joined SVMoA as the Producing Artistic Director of Company of Fools after 15 years of artistic leadership in Oregon, active involvement with the Theatre Communications Group and National Theatre Conference, and more than a 25 years as a director and internationally recognized adapter of classical dramatic literature. In addition to his work as a director, Scott has also worked in cultural policy, advocacy, capital campaign fundraising, and social justice/equity work in the performing arts.

Anna Parker, Donor Relations Officer

Originally from Bellingham, WA, Anna moved to the Wood River Valley in 2006 after a brief introduction to mountain life. She worked for eight years in event production before making the switch over to the nonprofit sector, and hasn't looked back. Having worked as the Development Director at The Advocates for two years, Anna is excited to join the team at the Sun Valley SVMoA for Arts and further her love of fundraising and enriching the community in which we live.

Susie Quinn Fortner, Visual Art Education Program Coordinator and Teacher

Susie grew up in Ohio where she received her BFA in Art Education. After graduation, she moved to the Colorado mountains where she taught art for many years. In June 2017 she moved to the Wood River Valley. Susie earned her master's degree in Curriculum: Creative Arts and Learning from Lesley University and her administrative license from the University of Denver.

Blanca Ruiz, Administrative Assistant

Patrick Szczotka, Technical Director, Company of Fools

As a San Diego native, Patrick spent time building sets for high school productions and honing the craft of underwater basket weaving. Patrick received his BA in Technical Theatre from Sonoma State University in Napa Valley, California. Szczotka is a recent MFA graduate from the University of Illinois at Urbana-Champaign, where he studied Technical Direction in Scenic Technology. During the summers, he worked as a safety coordinator at Glimmerglass Festival and a technical director at Hangar Theatre. Patrick is extremely excited to work with Company of Fools/Sun Valley Museum of Art and serve the Wood River Valley community.

Useful Information

We've included some useful information about SVMoA and Company of Fools.

Locations

The Museum, Ketchum

191 Fifth Street East, Ketchum

Open 9am–5pm Monday–Friday

Open Saturday 11am–5pm in February & March and July & August

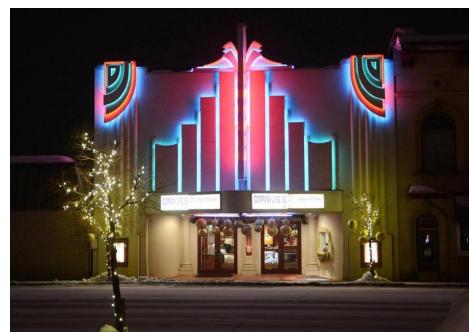
Closed Sunday and on federal holidays

The Liberty Theatre, Hailey

110 N. Main Street, Hailey

Open 10:00am – 4:00pm Monday – Friday

Performance Days – Doors open ½ hour before performance time



Hailey House & Classroom

314 Second Avenue South, Hailey

Open only when an exhibition is on view, Thursday, 2-5pm

Holiday Schedule

SVMoA office will be closed for the following scheduled holidays

New Year's Day

Martin Luther King Jr. Birthday

Washington's Birthday

Memorial Day

Independence Day

Labor Day

Thanksgiving

Christmas Day



Contact Information

Volunteer Coordinator Phone: 208-788-6520 x205

Email: volunteer@SVMoA.org

Again, we thank for your help. If you have any questions or concerns, please email or call Kris Olenick at volunteer@SVMoA.org or 208-788-6520 ext 205.

To sign up to volunteer, please visit our website and complete our online volunteer application.

Adult Volunteer Application: <https://www.volgistics.com/ex/portal.dll/ap?ap=1368456987>

Student Volunteer Application: <https://www.volgistics.com/ex/portal.dll/ap?ap=1717779258>

Volunteer Application

Please complete this application form if you are interested in becoming a Sun Valley Museum of Art/Company of Fools volunteer. Thank you for your interest!

Contact Information _____

First Name: _____

Last Name: _____

Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____

Email: _____

I'm interested in volunteering at SVMoA and/or COF because:

Emergency Contact

In case of an emergency, please enter at least one person to contact for you.

Name: _____

Work Phone: _____

Home Phone: _____

Cell Phone: _____

Relationship: _____

Experience & References

Please list two (2) previous work or volunteer experiences, what your responsibilities were and include a supervisor name and contact information:

Volunteer Age Requirements

18 years is the minimum age for volunteers to volunteer alone. To volunteer for the Wine Auction, you must be 21 years of age.

*Younger volunteers, a parent or legal guardian must sign a permission volunteer form. Please contact kolenick@SVMoA.org if you do not receive one via email within a few days.

Birthday: _____

Age: _____

Email Preferences

We like to keep volunteers informed of important news, schedules, and volunteer opportunities by email, however we will not send you any email you prefer not to receive. Use the checkboxes below to select the kinds of email you would like to receive from us.

What kinds of email would you like to receive?

- ☐ Volunteer News
- ☐ Schedule Reminders
- ☐ Opportunity Announcements

Volunteer Opportunities

Please let us know for what kinds of events you like to volunteer!

- Interests:**
- | | | |
|---|--|--|
| <input type="checkbox"/> Administrative Support | <input type="checkbox"/> Wine Auction | <input type="checkbox"/> Fools Day Baker |
| <input type="checkbox"/> Museum Docent | <input type="checkbox"/> Walks | <input type="checkbox"/> Lecture Series |
| <input type="checkbox"/> Mailings | <input type="checkbox"/> Plays | <input type="checkbox"/> Poster Distribution |
| <input type="checkbox"/> Summer Concerts | <input type="checkbox"/> Welcome SVMoA Assistant | |
| <input type="checkbox"/> Winter Concerts | <input type="checkbox"/> Youth, Teen and Family Programs | |

Skills & Characteristics:

- | | | |
|---|---|---|
| <input type="checkbox"/> Accounting | <input type="checkbox"/> Attention to Detail | <input type="checkbox"/> Beautiful Handwriting |
| <input type="checkbox"/> Carpentry | <input type="checkbox"/> Computer Skills | <input type="checkbox"/> Comfortable w/money, making change |
| <input type="checkbox"/> Grant Writing | <input type="checkbox"/> Work well under pressure | <input type="checkbox"/> Enjoy working w/children |
| <input type="checkbox"/> Prefer behind the scenes/Introvert | <input type="checkbox"/> Outgoing/Extrovert | |

Tell us a bit about your interests and skills:

Volunteer Liability Release and Terms Agreement

I fully understand that my volunteer service to SVMOA/COF may include activities that may be hazardous to my health and my signing this liability release attests to my intent to hold harmless and release from all liability the Sun Valley Museum of Art, its agents and assigns, from all acts which are related to the normal performance of required and implied duties.

I also agree to the following:

I am at least 18 years of age

I am under 18 years of age and have a signed, parent volunteer consent form

I will represent SVMoA in a friendly and professional manner and will follow all rules and guidelines of SVMOA

I will communicate my skills and limitations to the volunteer supervisor

I will inform the volunteer supervisor of problems that occur as soon as possible while I'm performing volunteer services

To volunteer for the Wine Auction, I agree that I am at least 21 years of age

I will not drink alcohol while volunteering until I have completed my volunteer assignment and have been released by the volunteer coordinator

Furthermore, I acknowledge that all information I receive is confidential and may not be discussed without appropriate consent by the Sun Valley Museum of Art. Any breach of confidentiality may result in the termination of my volunteer service.

I verify that all information provided on this application is true and accurate to the best of my knowledge. I have also read and understand the above confidentiality agreement.

Name

Date

Acknowledgement of Receipt of Volunteer Guidelines

I acknowledge that I have been given a copy of the Sun Valley Museum of Art/Company of Fools' Volunteer Guidelines. I understand that this handbook summarizes the Organization's volunteer guidelines and that it is furnished to me solely for my information.

I understand that volunteering with SVMoA/COF is not for a specific term and is at the mutual consent of me and the organization. Accordingly, the Organization or I can terminate the volunteer relationship at will, with or without cause, at any time.

I further understand that the statements contained in the booklets are not intended to create any contractual or other legal obligations. I also understand that the Organization may modify or rescind any of its policies, or practices described in the handbook at any time, except for those policies required by law.

I acknowledged that it is my responsibility to read and become familiar with the contents of the handbook.

Photo Release

During my volunteer time with the Sun Valley Museum of Art/Company of Fools, I understand my photo may be taken at various events and projects. By signing below I also hereby grant the Sun Valley Museum of Art/Company of Fools permission to use my likeness in photograph(s) and/or video(s) in any and all of its publications or on the World Wide Web, whether now known or hereafter existing. I will make no monetary or other claim against the Sun Valley Museum of Art/Company of Fools for the use of the photograph(s) and/or video(s).

Volunteer Name (printed) _____ **Volunteer Signature** _____

Date _____

Volunteer Coordinator (printed) _____ **Volunteer Coordinator Signature** _____

Date _____